
 STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES	POLICY NO. 201.002 ECCD/Class	NO. of PAGES 6
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 1 10/27/03
TITLE: HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY RATE FOR CIVIL SERVICE POSITIONS		APPROVED:  Kathleen N.A. Watanabe, Director

I. POLICY

All initial appointments shall be made at the minimum rate of the appropriate salary range.

The director may authorize recruitments and appointments above the minimum rate of pay within the appropriate salary range when, based on previous recruitment history and difficulty in filling similar positions, it is determined to be impracticable to do so at the minimum step.

II. RATIONALE

To establish a consistent hiring rate for initial appointments and provides an alternate method when recruitment at the minimum is impracticable.

III. SCOPE

This procedure shall apply to State civil service positions in the executive branch, excluding positions that are exempt from the civil service classification system.

IV. GENERAL PROVISIONS

Compensation adjustments for movements of existing employees are promulgated in negotiated contracts, executive orders, rules, or policies and procedures (for movements between bargaining units). It is the intent of this policy to comply with the compensation adjustment language in the applicable document when determining the pay adjustment for an existing employee.

However, if a situation arises that requires the appointing authority to request an alternate adjustment; the appointing authority shall prepare a written justification to the director of HRD to explain the need to override the existing policy with the recommended adjustment and rate.

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V. PROCEDURES – RECRUITMENT ABOVE THE MINIMUM STEP (“RAM”)

A. DEPARTMENTAL PERSONNEL OFFICE

The departmental personnel office, on behalf of the appointing authority, shall be responsible to:

1. Evaluate and determine the need to conduct open-competitive recruitments above the minimum rate of pay;
2. If warranted, submit a written request to HRD to approve and conduct an open-competitive recruitment that is above the minimum rate of pay. The request shall include the following information:
 - a. Class title, position number, and geographical location;
 - b. Recommended pay range and step above the minimum (Note: In the case of a position in the Excluded Managerial Compensation Plan (“EMCP”), the department must recommend a proposed range that is within the existing pay grade);
 - c. Historical or other information which establishes a difficulty in recruitment and/or retention of qualified applicants such as:
 - i. Vacancy data, including the number of current and anticipated vacancies, number of vacancies on active recruitment, duration, rate, and vacancy experience with other positions in the class;
 - ii. Recruitment data, including recruitments efforts that were made within and outside of State government, recruitment results, methods used, contacts made (e.g., number of graduates from professional schools), number of qualified and unqualified applicants, and number of acceptances received in proportion to job offers;
 - iii. Turnover data, including a comparison of current and previous voluntary quit rates and reasons for leaving; and

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- iv. Other pertinent data, including unusual working conditions, unique elements of the job, special license requirements, number of licensed workers, or number of institutions that employ such licensed workers.
- d. Any other information that supports the recommended pay rates such as:
 - i. Results of previous recruitment efforts that were conducted at lower or higher pay rates and/or recommended rates that are being utilized within and outside of State government.
 - ii. Pay rates at which the agency last employed an applicant for the class of work;
 - iii. Pay rates at which other incumbents and previous incumbents were hired; and
 - iv. Prevailing rates in the private sector for comparable jobs.
- e. Information which indicates that other means were considered to resolve recruitment or retention problems and why such methods are not feasible, e.g., efforts made to improve the working conditions, restructuring of jobs, and training and placing employees with lesser skills to meet the needs;
- f. Data relating to employees in the same, higher, and lower level positions in the same series or comparable classes of work, i.e., same labor market. Identify position numbers or names, job titles, salary rate, step, and amount received by supervisors and employees in the same, or where appropriate, comparable field of work;
- g. Agency's judgment on the impact of the increased cost to the agency, including the effects on the morale of employees in other positions; and
- h. Any other pertinent data.

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3. Submit to HRD, a completed HRD Form 305(R), *Requisition for Certificate of Eligibles*.

B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

HRD shall be responsible to:

1. Evaluate all data that is submitted by the appointing authority and any relevant data that is available within HRD;
2. Determine whether recruitment above the minimum should be authorized and if so, the pay range at which it should be conducted;
3. Inform the appointing authority of the approval or disapproval to recruit above the minimum step;
4. Where a recruitment above the minimum is authorized, conduct the recruitment and certify a list of eligibles in accordance with applicable policies and procedures; and
5. Return without action, any request to the appointing authority that does not conform with the requirements of *Recruitment Above the Minimum Step, Procedures, Departmental Personnel Office*, above.

VI. PROCEDURES – APPOINTMENT/HIRING ABOVE THE MINIMUM STEP (“HAM”)

A. DEPARTMENTAL PERSONNEL OFFICE – (PRE-APPROVAL)

The departmental personnel office, on behalf of the appointing authority, shall be responsible to:

1. Assist their affected program manager in completing HRD Form 395 (rev. 1/03), *Request for Approval of Appointment Above the Minimum Pay Rate*. See General Provisions on page 1. (Note: In the case of positions in the EMCP, the recommended pay rate may be fixed at any dollar amount that is within the range for which the recruitment was conducted);
2. Ensure that the justification for the recommended pay rate relates to the position and the selectee, including consideration of the benefits that the State will receive by

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paying the selectee at the higher rate and the services the selectee will provide the State that other eligibles will not.

3. Ensure a fair rate of pay by consideration of the rates of pay being paid to incumbents in the same class series or in comparable classes of work, i.e., same labor market;
4. Submit to HRD, a completed HRD Form 395 (rev. 1/03), *Request for Approval of Appointment Above the Minimum Pay Rate*; and
5. Return the report of action on the original certificate of eligibles to HRD, confirming that the selectee is within the certification range.

**B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT –
(PRE-APPROVAL)**

HRD shall be responsible to:

1. Evaluate the requested salary rate to confirm that it is within the advertised salary range and determine whether such rate is justified. HRD shall consider all available recruitment, pay, and other pertinent data and may request that the appointing authority provide additional information, if necessary;
2. Approve, disapprove, or adjust the requested salary rate by completing HRD Form 395a (rev. 5/03), *Appointment Above the Minimum Pay Rate*, and return a copy of such form to the appointing authority.
3. Retain the original HRD Form 395a (rev. 5/03), *Appointment Above the Minimum Pay Rate*, for audit purposes.

C. DEPARTMENTAL PERSONNEL OFFICE – (POST-APPROVAL)

Upon receiving approval to appoint an employee above the minimum pay rate, the departmental personnel office, on behalf of the appointing authority, shall be responsible to:

1. Prepare and submit an *Employee Personnel Action Report* (“EPAR”), formerly Form 5, which shall include the specific

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approval granted, i.e., HRD Form 395a (rev. 5/03), *Appointment Above the Minimum Pay Rate*, and the date of approval; and

2. Ensure that the earliest effective date of the appointment shall be **after** HRD's approval of the pay rate.

VII. BACKGROUND

This policy and procedures supercedes Department Circular No. 92-06, issued on June 25, 1992.

VIII. AUTHORITIES AND REFERENCES

§ 76-22.5, Hawai'i Revised Statutes, *Recruitment*

IX. ATTACHMENTS

Request for Approval of Appointment Above the Minimum Pay Rate, HRD Form 395

Appointment Above the Minimum Pay Rate, HRD Form 395a